

**REGULATIONS**

42 USC 653-653A  
42 USC 654(26)  
42 USC 663  
45 CFR 302.35  
45 CFR 303.3  
45 CFR 303.15  
45 CFR 303.70

The Federal Office of Child Support Enforcement operates the Federal Parent Locator Service (PLS) as authorized by Sections 653-653A and 663 of the United States Code. The Federal PLS obtains location information from Department of Defense, Federal Bureau of Investigation, Internal Revenue Service, National Directory of New Hires, Social Security Administration, including MBR (the SSA Master Beneficiary Record), and Veterans Administrations.

Federal location information is available to states to locate individuals in IV-D cases for purposes of establishing paternity and/or securing child or child/spousal support. Information is also available to locate parents and children for purposes of enforcing laws prohibiting parental kidnapping or making or enforcing child custody determinations or parenting time rights.

Access to the Federal PLS is obtained through the State PLS. Refer to Chapter 330 for instructions on requesting State PLS services.

Prior to initiating a search request, FPLS will verify all incoming Social Security Numbers through the Enumeration Verification System (EVS). The Federal PLS compiles Federal responses and reports the results to the State PLS. In turn, the State PLS provides responses to the agency initiating the search request. Results of Federal agency searches are generally reported to requesters within 6-7 weeks of receipt of a Standard Search Request by the State. Response times for SSN searches vary based on the Federal agency conducting the search.

Descriptions of the type of information available from Federal PLS resources, the source of that information and age of the records are provided below. Facsimiles and descriptions of Federal PLS search reports are provided in the Exhibits at the end of this chapter. The format of responses vary for CSES and non-CSES counties. CSES counties receive information online and are notified when new results are obtained. Other counties receive responses by hard copy or tape depending on the method of submission of requests.

**DEPARTMENT OF  
DEFENSE**

The Department of Defense (DOD) provides addresses for persons on active duty with or retired from a uniformed service or who are members of the active reserves. The uniformed services are the Army, Navy, Air Force, Marine Corps, Coast Guard, Public Health Service and the

National Oceanic and Atmospheric Administration. The DOD obtains information from DOD Finance Centers which update records quarterly. The DOD also provides information about current and former military and civilian employees of the DOD obtained from the Office of Personnel Management (OPM) and the Executive Office of the President (EXOP).

The DOD reports the duty station or military unit address for persons on active duty and for active reservists. For retired individuals, the address returned is the address used by Finance Centers to mail benefit checks and correspondence. DOD may also report members status, pay grades, salary and dates of birth or death.

#### **FEDERAL BUREAU OF INVESTIGATION**

The information forwarded by the Federal Bureau of Investigation (FBI) includes the address of the employee or employer, the annual salary of the person, the health coverage benefit indicator, and the type of employment. Also included is the date of hire, termination date, and date of death if applicable.

#### **INTERNAL REVENUE SERVICE**

The Federal PLS obtains two types of information from the Internal Revenue Service (IRS): addresses and social security numbers (SSN). Information is obtained from federal income tax returns filed with the IRS in the past three years. The majority of current tax returns appear on the IRS by July. IRS maintains both a master file of primary tax filers and a cross reference file of secondary tax filers. Those files contain information on over 100 million individuals. The Federal PLS matches IRS files weekly.

#### **Taxpayer Addresses**

When a person's SSN is known and a match occurs, the address on the most recent tax return is reported to the Federal PLS. The address supplied by IRS may or may not be the residence of the individual since the use of any address is allowed on a tax return. The year of the tax return is reported to assist support agencies in determining the age of the address.

#### **Social Security Numbers**

Because IRS maintains files on both primary and secondary tax filers, it is possible to obtain a payer's SSN if he/she filed a joint tax return with the custodial parent. IRS needs the custodial parent's name and SSN. The payer's SSN is provided when the payer and custodial parent filed a joint return in the past three years and no subsequent return was filed with another spouse. The address on the return is also reported and the case automatically referred to other federal agencies for address searches.

**NATIONAL  
DIRECTORY OF  
NEW HIRES**

The National Directory of New Hires (NDNH) provides three types of responses to state users: New Hire Data (coded NDW4), Quarterly Wages (NDQW), and Unemployment Insurance (NDUI).

- Every Verified SSN is automatically checked against the National Directory.
- New Hire (NDW4) is automatically checked against the National Directory.
- States report QW and UI data to the ND within 4 months of the end of the reporting quarter.

See 350X1 for further information on results.

**SOCIAL SECURITY  
ADMINISTRATION**

The Social Security Administration (SSA) provides three types of information to the Federal PLS: employer addresses, applicant/beneficiary addresses and social security numbers.

**Employer Names  
and Addresses**

SSA's files contain employer name and addresses for over 200 million individuals. Employer addresses are obtained from W-2 forms filed by employers with the SSA. In January, employers must provide SSA with a W-2 for each employee who paid FICA the previous year. Information from W-2's is posted to SSA files throughout the year with the majority of files updated by October. Therefore, employer addresses are between 8-12 months old.

Matches for employer addresses are made based on the individual's SSN. When a match occurs, SSA reports the employer's name and address from the most recent W-2 on file. If the individual was employed at several places, SSA reports multiple employers. In addition, SSA reports the year for which the W-2 was filed and a numeric code identifying the division if the individual's employer is a major corporation.

**Benefit Addresses**

SSA maintains files which contain the home addresses of millions of recipients of social security benefits. SSA provides the Federal PLS with addresses used for mailing of checks and may report the date and amount of monthly benefits. Matches for benefit addresses are based on SSNs.

**Social Security  
Numbers**

SSA maintains records of applications for SSNs. From those records, it is possible to obtain a individual's SSN when that number is not known. SSNs are located based on the individual's name, date and place of birth, mother's maiden name and father's name. The FPLS requires only two of the above mentioned data elements (name and date of

birth) to identify an SSN with SSA. However, the success of the search is directly related to the number of data elements provided.

When SSA identifies a SSN, a search of SSA employer and benefit addresses is completed. All other federal agencies are automatically contacted to obtain location information.

## **VETERANS ADMINISTRATION**

The Veterans Administration provides information on payers who are receiving compensation, pension, or educational benefits. In addition to addresses, the VA provides information on:

- Type, amount and date of award
- Date of death if applicable
- A message(s) to determine if the payer is or was incarcerated, is eligible for or receiving retirement pay, or is in the active reserves.